

## **CHIEF OF EMERGENCY MEDICAL SERVICES**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The chief of emergency medical services is directly responsible for planning, coordinating, developing, and directing the work of the emergency medical services division of the fire department. Duties are sometimes hazardous or performed under hazardous conditions. This employee assists in the selection of personnel to serve in the emergency medical services division and supervises the assigned personnel. In addition, the chief of this service is responsible for overseeing the ordering and issuing of medical equipment and supplies used in emergency vehicles, for keeping all division records and reports, and for developing budget guidelines for the division. The chief of emergency medical services works as needed with the doctor, nurse, or other medical expert assigned to conduct training in emergency medical services and with the training division to coordinate medical training with other types of fire department training. Supervision is received directly from the fire chief or deputy fire chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops and maintains standard operating procedures for the emergency medical services division of the fire department, including the areas of transportation and patient care, records and reports, medical communications, and related areas.

Works with the doctor, nurse, or other medical expert responsible for conducting emergency medical technician training classes to develop and maintain treatment protocols, to critique field operations, and to approve training methods and medical equipment changes;

Assumes responsibility for the selection of and supervises all fire department personnel serving in the emergency medical services division; evaluates performance of subordinates, recommends discipline when needed; administers discipline when directed;

Prepares budget guidelines for the emergency medical services division of the fire department.

Assists in the writing of specifications for emergency medical service vehicles or equipment; supervises the ordering and

issuing of medical equipment and supplies for emergency units.

Periodically visits all fire stations and makes emergency runs to assure a proper working relationship between emergency medical personnel and fire line personnel and to evaluate needs in the areas of equipment, personnel, training, etc.

Responds to emergency calls as needed and assumes command of medical operations as needed;

Oversees medical inspections of ambulance vehicles and issuance of ambulance attendants' licenses for non-emergency ambulances according to city ordinance.

Directs the activities and operations of the Biotel Communication Center.

Performs related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must possess current State of Louisiana certification as an Emergency Medical Technician-Paramedic.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

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